

STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

14 NOV 19 A7:46

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services - Hawaii Public Housing Authority (HPHA)
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 6/8 - 10/2013	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. On 6/8/14, tenants called the after-hours answering service to report that water was leaking from an unknown source by building 5 at Kalihi Valley Homes. The on-call maintenance staff was called to assess the situation. It was determined that the water was leaking from under the parking lot sidewalk near some electrical boxes. Water and electricity to the building was shut off until the situation was resolved. Repair to the broken water pipe was completed on 6/10/13.	
4. Vendor/Contractor/Service Provider Name: Clean Sewer Lines Hawaii	5. Amount of Request: \$ 7,821.99
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Repair of the broken water line to include labor and materials was necessary as tenants living in building 5 were without water and electricity. Vendor dug a hole to access and repair the underground water pipe.	
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted. The Asset Management Project office maintains a list of vendors that they can call for after-hour emergencies. They go through the list and work with the vendor who can respond to the emergency. Based on the nature of the emergency, the staff will work with the vendor that can respond to the emergency the soonest. No formal process is used to create the list but consists of vendors who are willing to work with the State (HPHA) and/or have worked at the property in the past.	

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
*Rick Sogawa	DHS/HPHA	832-6038	rick.t.sogawa@hawaii.gov
Joanna Renken	DHS/HPHA	832-3336	gail.y.lee@hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**


Department Head Signature

NOV 18 2014
Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

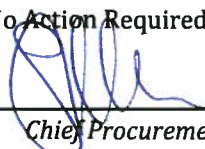
Approval is granted based on the department's determination that immediate action was necessary to repair a broken underground water pipe before restoring water and electricity to residents at the Kalihi Valley Homes to maintain the health and safety of the residents. HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to provide proof of compliance), and award is required to be posted on the Awards Reporting system. SPO also recommends the department formally solicit and establish an indefinite delivery, indefinite quantities contract to provide emergency services for the repair of broken water pipes, sewer lines and related service.

If there are any questions, please contact Bonnie Kahakui at 587-4702, bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

1/26/15
Date